

# INSTRUCTIONS FOR COMPLETING SUMMARY REPORT FORM REV 80 0004-1



## Holder Reporting Number, Name and Address

Please place the address label from the back cover of this packet in this area. If no label was provided enter your information in the name and address change field. This address will be used for any future reports or correspondence regarding unclaimed property.

## Name or Address Change

If the address on the label is incorrect, enter the correct address in the space provided. Please note any name changes, mergers, and/or listing of subsidiaries that may be reporting under the same holder name.

## Washington Holder Number

Enter your reporting number (if known).

## Federal ID Number

Enter your nine digit federal identification number.

## Report Year

Enter the year for which the report is being filed.

## Sequence No.

Department use only

## Date and State of Incorporation

Enter your state of incorporation and the date incorporated.

## SIC Code/NAICS

Please enter your company's Standard Industrial Code (SIC) or North American Industry Classification System (NAICS) if known.

## Primary Business Activity

Briefly describe your primary business activity.

## Contact Person

Complete this section only if there is a change in telephone number or contact person. Enter the name and telephone number of the person most familiar with the details of the report. Also, include the e-mail address for that person.

## No Property to Report

By checking this box you are indicating that you have nothing to report for the current report year.

## Closed Account

If the company has closed or merged with another and the account should be closed please indicate this by checking this box.

## Inactive Account

Check this box if your company is still in business, but you do not anticipate having any property to report.

## Summary of Property Reported

First complete the detail report(s) for unclaimed property. Then summarize the totals for each property type by indicating the category code and the total amount for the particular property type. A listing of codes for the different property types is found on page 25. Enter the totals for each type of property (i.e., total cash, shares, etc.).

## Report Declaration

The report must be signed by an authorized individual.



Shaded areas are for Department use.